

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

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## Minutes October 2, 2017

A meeting of the Planning Board was held on Monday, October 2, 2017 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH. This meeting was broadcast live over HCTV 17.

**PRESENT:** Paul Carideo, (Chairman), Ben Schmitz, Sean Murphy (Alternate), Glen Emerson, Dean Howard, Robert Waldron, Randy Clark (Alternate), Chris Howard (Alternate), and Scott Bourcier (Dubois & King)

Chairman Carideo opened the meeting at 7:00 P.M.

### **CHAIRMAN'S REMARKS**

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- Next Public Hearing Date November 6, 2017
- Filing Deadline for the November 6 meeting October 16, 2017
- November 13 First day to accept petitions to amend Zoning Ordinance
- December 13 Final day to accept petitions to amend Zoning Ordinance

P. Carideo read the announcements from the Chairman's remarks. P. Carideo also made the audience aware that Winchester Heights, 17R Gigante Drive, and the Atwood/Keating application have all requested continuances to the November PB meeting and would not be discussed this evening. Approximately half of the audience left the meeting room. R. Clark asked P. Carideo to remind the crowd that any Zoning petitions need to be submitted to the Selectmen's office and not the Planning Board.

C. Howard will replace N. Emerson as a voting member.

R. Clark left his spot on the board.

### **Old Business**

#### ***1. 06-019 DHT Sports aka PhanZone***

J. Seymour from Sebago Technics presented on behalf of the Phanzone. J. Seymour stated there has been much discussion since the last PB meeting. The revised plans include an added driveway entrance plan which shows general improvements necessary to eliminate emergency vehicles from "bottoming out", and to assist in directing traffic towards the internal existing Phanzone Sports Center and outdoor field.

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J. Seymour stated that notes regarding the three (3) waivers granted have been added to the plan. In addition, plan notes have been added regarding: existing conditions with parking spaces and aisles, temporary basketball and volleyball space, hours of operation, scoreboard, and porta-potties (reference 9/27/17 letter from Sebago Technics on file).

J. Seymour stated the NHDES Alteration of Terrain (AOT) permit information has been added to the plan notes. Benchmarks have been noted on the site plan. Lastly, a trip generation estimation report has been included with the revised plan set. J. Seymour stated he believes they have addressed all items and is here to answer any questions.

P. Carideo stated the revised plans were received Friday, September 29<sup>th</sup> and confirmed the Town Engineer has not reviewed them. P. Carideo asked the PB members if they had any comment and there were none.

P. Carideo asked J. Seymour if he has had any contact with NH Department of Transportation (DOT), District 5. J. Seymour stated he was unsure where DOT is in the permitting process. J. Seymour stated that DOT provided him with historically information concerning trip estimations, which he used to prepare the trip generation estimation report.

J. Seymour stated that regardless of what happens with the entrance both the Phanzone and the pool company (who owns the entrance) have agreed to fix the problem. J. Seymour stated the existing entrance approach is steep, they have proposed a transition in the plans along with lane improvements to help make the entrance safer.

P. Carideo reviewed the revised plan set which shows the driveway improvements. P. Carideo asked if both entrances are two-way and J. Seymour responded yes. J. Seymour stated the current proposal has the driver make a decision to turn right and head around the back of the building to the gymnastics studio stay straight and head towards the proposed outdoor field.

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P. Carideo indicated he thought the original plan showed the entrance as a single lane and questioned if the aisle was wide enough for two lanes of traffic to which J. Seymour responded that it was indeed wide enough. B. Schmitz asked if the Hampstead Fire Department (HFD) has seen the two-way drive and J. Seymour responded no.

R. Waldron asked for the reasoning for the two-way around the building where it is now one-way. J. Seymour stated that a two-way entrance is supported; however, they would do one lane if that is what the PB wanted. P. Carideo stated there is nothing on the plan to identify the width of the entrance, it appears there is 34' to the building, wondering if 24' from the edge of pavement to the building.

J. Seymour stated there is a lot of overgrown bush that makes the area appear not as wide as it actually is. J. Seymour stated if the PB wants a one-way loop they are not opposed to that option, they simply want to move forward. P. Carideo stated nothing is dimensioned on the plan which makes it difficult to have an opinion. P. Carideo indicated he wants the HFD to weigh in on the issue.

P. Carideo asked for an overall parking plan and the PB feels this request has been satisfied; however NHDOT approval is still needed for the driveway entrance. B. Schmitz felt it would be helpful to know if there will be any type of pavement markers. J. Seymour responded and said it would be much like you would see at a shopping center.

B. Schmitz stated the two-way entrance represents a change in traffic pattern. J. Seymour responded that it was different. R. Waldron asked about "Do Not Enter" signs and J. Seymour stated that cars still enter even with the sign. J. Seymour stated, for the third time, they are amenable to either a one-way traffic loop or a two-way entrance.

D. Howard stated he felt the entrance should be a one-way loop. J. Seymour stated they would eliminate the two-way entrance and proceed with a one-way loop. B. Schmitz asked the PB members if they have issues with the one-way loop.

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P. Carideo indicated he would like to see arrows to guide the direction of traffic in addition to signage. P. Carideo stated the only other way to prevent traffic from turning left would be to add an island. P. Carideo stated he prefers the one-way loop and feels it provides more control over the traffic flow.

J. Seymour stated they would amend the entrance plan and add signage. R. Waldron said that sounds good and asked if there were plans to restripe the existing parking lot. J. Seymour stated they would be adding turn arrows and restriping. P. Carideo stated that all the parking spaces in the rear of the building need to be restriped.

B. Schmitz asked for arrows to be painted on the pavement, additional signage, including 2 (two) "Do Not Enter" signs to help direct patrons. R. Waldron felt the entrance should remain one way, S. Murphy agreed. P. Carideo asked the other PB members their thoughts and all agreed to keep the traffic flow a one-way loop.

P. Carideo indicated that S. Bourcier needs to review the Traffic Impact Assessment (TIA) that was provided along with the September 27 review response letter from Sebago Technics. P. Carideo asked S. Bourcier for his input. S. Bourcier stated all the requests were minor and he suspects everything is in order. S. Bourcier stated it would be safe to make a recommendation and conditionally approve the plan.

B. Schmitz asked if the driveway permit could be part of the conditional approval. P. Carideo responded that yes, the conditional approval can include the NHDOT permit is required.

R. Waldron asked the Phanzone owner if he had something in writing from the abutting neighbor concerning the agreement to correct the driveway entrance. J. Dedeus stated the neighbor was happy with the proposal and even happier with the fact that the Phanzone folks agreed to pay for more than half of the repair. J. Dedeus indicated the driveway repair will be completed with or without the approval of the outdoor field.

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R. Waldron asked if the plan could be conditionally approved. P. Carideo indicated that S. Bourcier still needed to review the response comments. R. Waldron asked what would happen if NHDOT says "no" to the driveway permit. P. Carideo responded that a "no" from NHDOT would halt the project.

P. Carideo stated he would like the HFD opinion on the driveway entrance and proposed island as part of the condition of approval. R. Waldron indicated the S. Bourcier and Deputy Chief W. Warnock can close the loop on this issue as there is a good working relationship between the two parties.

P. Carideo and the PB members discussed the conditions of approval. All normal conditions will apply in addition to special conditions as noted below. Chairman Carideo asked for public comments and there were none.

**MOTION: B. Schmitz - Granted 90-day conditional approval with special conditions as noted below.**

**SECOND: G. Emerson**

**VOTE: 7-0**

### SPECIAL CONDITIONS

1. Subject to Town Engineer Review
2. One way traffic flow at driveway entrance subject to HFD approval
3. Two Do Not Enter signs and a single One Way sign at entrance of site in addition to painted turn arrows to direct traffic entering site.
4. Copies of Federal and State approvals including, but not limited to, NHDOT Driveway Permits, NHDES Environmental Permits, EPA Notice of Intent (NOI), Stormwater Pollution Prevention Plan (SWPPP), SWPPP Field Reports
5. A pre-construction meeting with the Developer, the Developer's Contractor, the Hampstead Town Engineer and any other Town Departments will be completed prior to the commencement of construction.

P. Carideo advised J. Seymour that S. Bourcier would prepare a request for the performance bond and erosion control bond.

R. Clark returned to his spot on the board.

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2. ***19-009 Winchester Heights Elderly Housing*** – requested continuance to November 6 PB meeting

**MOTION: R. Waldron – continue to November 6 PB meeting**

**SECOND: B. Schmitz**

**VOTE: 7-0**

3. ***06-006-2 & 006-3 17R Gigante Drive – Site Plan Amendment – Storage*** - requested continuance to November 6 PB meeting

**MOTION: D. Howard – continue to November 6 PB meeting**

**SECOND: R. Waldron**

**VOTE: 7-0**

4. ***11-170 & 11-249 Atwood & Keating Lot Line Adjustment*** - requested continuance to November 6 PB meeting

**MOTION: S. Murphy – continue to November 6 PB meeting**

**SECOND: B. Schmitz**

**VOTE: 7-0**

### **New Business**

***1. 08-118 & 08-125 Cohen aka TelNoar & Medrek Lot Line Adjustment***

L. Medrek represented herself since no one from Meridian Land Services was present. P. Carideo asked S. Bourcier if he had reviewed the plan and he responded that he had not. P. Carideo stated he had made an inquiry to NHDES and they are considering this a subdivision.

P. Carideo explained that the proposal is taking land away from the Cohen Foundation which requires NHDES Subdivision approval. The purpose is to ensure that the TelNoar property would still remain a buildable lot. P. Carideo stated at this point the applicant would need to have test pits performed.

L. Medrek asked if Meridian knows about the NHDES Subdivision Approval requirement. P. Carideo advised L. Medrek that Randy from Meridian can contact

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him directly with any questions. P. Carideo indicated that was the only issue he identified but did note that Town Engineer has not reviewed the plan. P. Carideo commented that the State has changed the way they view all lot-line adjustments. P. Carideo stated that he attends numerous seminars and this just happened to be a topic that was discussed at a recent seminar.

B. Schmitz asked if the PB has accepted the application yet and P. Carideo responded no. B. Schmitz asked if the application could be put on the November PB agenda. B. Schmitz stated it was his opinion that the applicant request a continuance.

L. Medrek stated the application was probably filed five minutes before the deadline. L. Medrek asked the PB to accept her formal request for a continuance to the November meeting. The PB agreed to continue to next PB meeting.

P. Carideo reminded the audience that this was the only meeting that would be publicly noticed and the application will remain on the PB agenda. L. Medrek asked the Chairman what time-frame he was referring to and P. Carideo explained the RSA's which include the time-frames the PB has to accept an application, give notice, etc.

### **OTHER PUBLIC MATTERS**

#### ***1. 02-052 Labrador Lane***

P. Carideo stated there was nothing new going on at Labrador Lane. S. Bourcier indicated he had provided photos to NHDES and there have been no other requests for inspections.

P. Carideo stated he has a concern with the driveways and S. Bourcier agreed. S. Bourcier stated the driveways need to be built per the plan. S. Bourcier commented that the PB may want to address this issue when it comes time for the Town to accept the road.

P. Carideo suggested that S. Bourcier prepare a pre-winter inspection to put the developer on notice as to what might be needed. P. Carideo stated he would not recommend work on the swales at this time.



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P. Carideo stated he was concerned with how the current driveways will interfere with the roadway. R. Waldron asked if the road was topcoat ready yet and S. Bourcier responded no. P. Carideo commented that the developer has applied topcoat on roads in the past without the PB knowledge.

P. Carideo suggested that S. Bourcier provide the developer with a checklist of what needs to be done. The Chairman felt if the PB provided the developer with something in writing he would be formally notified of the PB expectations.

P. Carideo questioned how the driveways were installed without approval. Chairman Carideo stated the PB is not involved with driveway permits and again questioned how and why this occurred. R. Waldron stated there is no street sign yet. P. Carideo responded that the street sign would be installed before the release of the bond and the approval of the road.

P. Carideo asked the PB members for their thoughts on a pre-winter walk through of the site to create a basic "to do" list that would identify items that need to be addressed. B. Schmitz stated he liked the idea of using the "to do" list as a communication tool to set expectations with the developer. The PB members all agreed the "to do" list is a good idea.

S. Bourcier stated he would walk the site with the developer and create a pre-winter punch list along with a general punch list of outstanding items. P. Carideo stated the PB needs to be proactive with this site considering what happened in the past.

### ***2. 07-022 Irongate Village Condominium Association***

P. Carideo asked the audience if there was a spokesperson for the Condominium Association that would like to present. C. Tebbetts, 22 Kayla Lane, Vice-President, Board of Directors (BOD) for the Irongate Village Condominium Association indicated that she would speak on behalf of the group.

C. Tebbetts stated the association is an over 55 active adult community that houses up to two residents per building. Trendezza, LLC took over the



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development from the bank and agreed to build under the former developer's plan. In 2015, the last unit was completed and sold.

In January 2016, the BOD created a punch list of outstanding items and sent a letter to the developer. C. Tebbetts stated the BOD walked the site with the developer and discussed the outstanding items, following this meeting the developer agreed to address a number of items. C. Tebbetts stated Trendezza completed several of the outstanding items but declined to address 4 (four) issues on the landscape plan.

C. Tebbetts indicated the BOD had limited success but continued to work with the developer. The BOD entered the discussions with the developer in good faith and even took some financial responsibility by correcting items using association funds. The BOD and homeowners feel the developer has failed to complete and address a number of issues. C. Tebbetts stated the BOD is now seeking PB assistance to resolve the outstanding issues as they relate to the landscape plan (sheet 32). C. Tebbetts stated she does not think the landscape plan was modified other than the lights.

P. Carideo stated the PB and the consulting engineer at the time did a final inspection of the site, determined the subdivision was significantly complete, and released the bond as per the engineer's comments. P. Carideo stated there is nothing the PB or the Town can do now and indicated this is a civil case and not a PB matter.

C. Tebbetts stated she pulled a copy of the bond and noted it was a road bond. She stated the BOD was not notified of the bond being released but the BOD continued to work with the developer. C. Tebbetts stated the BOD is looking for leverage from the PB.

C. Tebbetts stated there is one major item they want completed and felt it was a significant item that needs to be addressed that would cost the association a lot of money. The BOD is requesting that Trendezza landscape the hill area, or as they refer to it, the construction pile, at the end of Kayla Lane. C. Tebbetts stated

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the BOD also requested 3 trees be installed in each backyard per the landscape plan.

R. Clark stated the last thing he recalled was the issue concerning the street lights. P. Carideo stated that K. Emerson held the occupancy permit for the last building until the light issue was addressed. P. Carideo stated the site had a road bond only. P. Carideo stated he was not on the PB when this plan was approved however, he did review the plan, and the landscaping was shown but never bonded. P. Carideo indicated that he had reviewed PB minutes back in 2015 when the developer requested the bond release; however the 2007 minutes were difficult to follow.

C. Tebbetts confirmed that the lights had been installed. B. Schmitz stated the PB has no money to hold over the developer. P. Carideo stated the PB used the lights as a life safety issue to hold the occupancy permit and recalls the Town Attorney was consulted on the matter. R. Clark stated the landscaping would not be bonded. B. Schmitz stated the only way the PB could get involved is if there was an amended site plan brought before the board.

C. Tebbetts asked if the PB could send a letter to the developer. P. Carideo stated the PB would need something stating the landscaping would be completed. C. Tebbetts stated that Hampstead Area Water Company (HAWC) has an access easement on the piece of land they are asking for improvements on however they have said it is not an issue for them.

C. Tebbetts stated the area is a really big and ugly hill and asked if the PB had any thoughts on how they can remedy the problem as they need guidance. R. Waldron asked if the BOD has consulted an attorney and C. Tebbetts replied not yet. R. Clark stated it is time to get an attorney.

K. Brown – 26 Kayla Lane – was wondering if a developer can build a hill if it is not on the plan. P. Carideo stated it is typical for a developer to leave some material on site as long as drainage is not a problem. C. Tebbetts indicated it is an all rock hill and presented a picture to the PB.

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D. Hayes – 9 Kayla Lane – Member of the BOD. D. Hayes stated that some of the outstanding items do have safety concerns, there are sixty (60) plus residents of the Town who have a grievance including two roads with drainage issues. D. Hayes stated they are asking the PB to appoint someone to look at what was left behind. D. Hayes asked the PB reopen the case for a fact-finding mission to determine which items are the developer's responsibility. D. Hayes stated he feels if Trendezza received a letter from the PB they would be compelled to take action.

P. Carideo reiterated that the Town Engineer reviewed the site and advised the PB to release the bond; it was the Town Engineer's professional opinion the development met the requirements of the plan. The PB does not reopen something we already signed off on. P. Carideo stated this is a private development and not a Town road therefore the PB has no hold over the developer. P. Carideo stated the PB would love to help but our hands are tied.

D. Hayes stated the Town Engineer came to the development to review the site and release the bond without the BOD knowledge. P. Carideo stated the PB does not have to notify the residents of inspection or release of bond, all the PB meetings are publicly noticed, all RSA's were followed.

D. Hayes stated the Town Engineer was at the development without the homeowners' knowledge and falsely generated a report. P. Carideo stated the PB acts on the Town regulations. P. Carideo stated the PB takes great pleasure that licensed professionals are looking out for the Town's best interest and would not turn a blind-eye to a problem nor would these professionals put their license or reputation on the line.

D. Hayes stated he feels the inspection was done too early. He stated there are 16 (sixteen) homes that the front stairs were not properly founded and that is a safety issue, he noted the developer has tried to address these issues. P. Carideo responded by stating the PB does not inspect buildings, the PB reviews site improvements.

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D. Hayes asked why the engineer did not see that the roads were not properly engineered. R. Waldron asked if the BOD hired a civil engineer to review the road and determine that it was done incorrectly. D. Hayes stated they had not, the developer himself realized the obvious issue and has tried to address the safety issue. D. Hayes asked the PB to protect the residents of the Town.

P. Carideo stated it is too late in the process at this time, the bond is the PB sign-off, and the PB has no leverage. D. Hayes asked for a fact-finding mission by the PB and stated that would be the PB leverage. P. Carideo stated the PB does not do that.

D. Howard asked the other PB members if it would be wise to send the developer a letter stating the BOD was before the PB to discuss their issues and indicate the PB encourages the developer's cooperation. The audience was happy with this suggestion. P. Carideo stated he would draft a letter. R. Clark stated the letter was a good suggestion. R. Waldron commented that the BOD would be better off getting a civil engineer.

### **Planning Board Matters**

#### ***1. Town Engineer Comments***

S. Bourcier advised the PB members that he would like to hear any concerns they may have.

D. Howard looking at past site plans that have been released asked if a PB member should go with the Town Engineer before the final sign-off and bond release. P. Carideo asked if D. Howard was making this suggestion based on work done prior to Dubois & King and D. Howard responded yes.

D. Howard asked S. Bourcier if it is normal for a PB member to walk final site inspection. S. Bourcier responded by stating typically PB members do not go however he is not opposed to a PB member being present. S. Bourcier stated he is looking out for Town's interest and has no horse in the game.

P. Carideo stated there has been a change in philosophy since the Irongate Development with regard to bonding and feels the developer may have taken advantage of this fact. P. Carideo believes when this development was under construction it would have been financially impossible for the PB to require

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bonding on every issue based on the condition of the economy at the time. Currently the PB will bond for the roadwork in addition to other performance guarantee items.

D. Howard used a gas station as an example and questioned the trees on the site. R. Clark stated if it is the same case he is thinking of, the trees that were on the site were left alone. D. Howard said he is thinking of a different site.

D. Howard asked for clarification if an issue on the site is not bonded the PB cannot require the developer to address the issue. P. Carideo stated he cannot speak for past plans, however, the Town's regulations call for landscape plans and typically the PB has been waiving that requirement. P. Carideo indicated there is a difference between submitting a landscape plan versus showing a tree or two on the plan.

P. Carideo stated it is a matter of how the PB wants plans completed, the engineer will hold the developer to the plan before the bond is released. P. Carideo used the example of 4 (four) dead trees at the gas station on Route 111. He stated if the PB felt things need to be tightened in the regulations then the PB should review the regulations. P. Carideo stated the PB cannot enforce what's not there.

S. Bourcier asked how occupancy permits are issued in the Town of Hampstead, typically you cannot get an occupancy permit until all items are confirmed as complete. P. Carideo stated the prior engineer, SFC, was supposed to coordinate through the building department and require a bond for incomplete items. P. Carideo stated that his experience is most towns require multiple signatures before an occupancy permit is issued.

P. Carideo stated it is the same process with amended site plans and indicated the PB is not seeing any of them, he stated our regulations allow the building inspector to make changes without PB approval.

P. Carideo felt that signage is another issue and stated when there are changes to a site plan that get a variance they do not have to come through the PB. P. Carideo asked S. Bourcier if that was a common practice. S. Bourcier responded that was not the case and an applicant typically needs to show hardship before the ZBA to get approval.

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R. Clark asked what does the ZBA do if the applicant wants a sign bigger than the zoning regulations allow. P. Carideo explained that the PB would have recorded the original approved site plan with the Rockingham County Registry of Deeds (RCRD), the applicant goes before the ZBA and is granted a variance, the recorded plan is now out of date. R. Clark stated that sounds like an amended site plan. P. Carideo stated this is one of the reasons why signs need to be shown on the plan, ie. size of sign, location of sign, etc.

P. Carideo stated he feels the regulations are fairly loose. R. Waldron asked if a change in the zoning is needed to request an amended site plan come before the PB. P. Carideo stated at the present time a variance is put in the file and it is considered a complete file. P. Carideo used 17R Gigante Drive as an example stating they went before the ZBA for an increase in the percent of coverage, now they are appearing before the ZBA this coming Wednesday for a variance for very poorly drained soils, how much is too much?

R. Waldron stated in the case of 17R Gigante the applicant's amended site plan will have to come back before the PB for approval. B. Schmitz stated the variance would be documented in the file. P. Carideo asked what happens if a piece of paper is lost or goes missing, there is no documentation in the file. P. Carideo indicated that the RCRD is looking to eliminate site plan recordings.

R. Clark asked what if the PB requires the ZBA come to the PB with approvals, all the PB wants is an updated site plan for the file.

R. Waldron asked S. Bourcier to feel free to speak up with public meetings. R. Waldron indicated the PB is looking for Scott's input without being prompted. P. Carideo stated the PB leaned on the prior engineer; if the PB was stumbling he would speak up and provide guidance on how to proceed.

### ***2. Correspondence – None to review***

### ***3. Member Comments***

#### ***Rental Properties***

R. Clark asked the other PB members to review the handout he prepared with regard to rental properties in Hampstead. Presently there are no zoning regulations in Hampstead for the renting/leasing of property other than the Mobile Home Parks. Some owners may be doing it (short or long term). Most likely are condominiums. The most obvious short-term rentals are the Bed and



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Breakfast on Main Street, but this was allowed by a ZBA ruling. With the growing popularity of Airbnb and similar web sites, R. Clark stated he has heard growing concern that Hampstead has no regulations and mentioned that John Lisien, former ZBA member, asked him how the Town would handle the issue. R. Clark stated he does not see a solution yet and has spoken to K. Emerson regarding the matter. R. Clark reminded the other PB members they should be looking ahead.

P. Carideo stated he is aware of rentals in East Hampstead, there are also the campgrounds in town, and now the accessory dwelling units (ADU) that could all be considered rental property. R. Waldron asked how the PB would address the issue if there is not a problem. R. Waldron stated that he personally rents out property he owns in New Hampshire and Florida on a weekly basis and no one in those communities gives him a hard time.

B. Schmitz commented that it is a conversation to consider. R. Waldron stated that he could see regulating the Bed and Breakfast since that is a commercial site but he felt the Airbnb was not a big deal. P. Carideo stated he felt this was an enforcement issue and was unsure of how the PB would govern it.

R. Clark gave an example of a house in MA that rented their property for the weekend and the renters had a house party that was loud and caused damage to the property and upset the neighbors. R. Clark felt short-term rentals would present a problem versus a long-term rental.

P. Carideo asked how you would enforce any regulations. S. Murphy commented that this is an issue between the homeowner and the renter and felt if the renter destroyed the property they would not be welcomed back in the future.

R. Clark stated that there has been an issue with Airbnb in Portsmouth, NH. B. Schmitz did an Airbnb search and there was nothing currently showing in Hampstead, NH. B. Schmitz stated it may be worth digesting the information and possibly revisiting the idea at a workshop. P. Carideo stated the issue could be discussed at a workshop if someone is willing to do more research.

### ***AxisGIS***

B. Schmitz made the announcement that the Town's GIS website is up and running. A memo was sent to all the Town Department heads with the information along with the URL. R. Waldron indicated that he had sent a mass email to all of his realtor contacts.



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P. Carideo suggested that the PB take advantage of the fact that S. Murphy is present at this evenings meeting. P. Carideo inquired about the assessing budget and S. Murphy responded that the Selectmen control the budget. B. Schmitz gave S. Murphy an overview of the GIS and how data from Avitar (the assessing software) feeds into the GIS.

P. Carideo explained to S. Murphy that there is a \$1,500 one-time fee by Avitar that would allow the assessing portion of the data to feed into the GIS without manual intervention. The PB is looking to have the assessing department budget fund this portion of the GIS.

There is interaction with the assessing department that is needed to help GIS function better. The PB used a PDF tool to manually update GIS however Avitar has software available to correct the files. If we move to an automated process the files will be updated online every 30 days.

The assessing data was manually prepared for the initial roll-out of the GIS which took approximately three (3) days work of a full-time employee. S. Muprhy stated he understands the issue concerning the assessment data update.

R. Waldron stated his opinion is that the GIS is a great public service and it is phenomenal to have it up and running, he is excited since we are one of the only Towns that did not have this data available online.

### ***4. Review of Minutes (8/21 Workshop, 9/5 Meeting and 9/18 Workshop)***

The 8/21 Workshop Minutes were deferred for approval to the October 16 PB Workshop since a quorum of PB members (who had attended the 8/21 Workshop) were not present at this evening's meeting to approve the minutes.

**MOTION: R. Waldron - Approve as amended the 9/5 Meeting Minutes**

**SECOND: D. Howard**

**VOTE: 7-0**

**MOTION: D. Howard - Approve as amended the 9/18 Workshop Minutes**

**SECOND: R. Waldron**

**VOTE: 7-0**

5. Adjourn at 9:10 P.M.

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## **Minutes October 2, 2017**

**MOTION: B. Schmitz**

**SECOND: G. Emerson**

**VOTE: 7-0**

Minutes prepared by, Debbie Soucy, Planning Board Secretary